

EAST PROVIDENCE SCHOOL DEPARTMENT

East Providence School Committee

East Providence City Hall - Council Chamber

145 Taunton Avenue

East Providence, Rhode Island 02914

December 8, 2015

Open Session

Mr. Tsonos called the meeting to order at 6:15 PM. Members present:

Jessica Beauchaine, Nathan Cahoon, Anthony Ferreira, Joel Monteiro, Charles Tsonos. Also Present: Kathryn Crowley, Superintendent of Schools, Dr. Sandra Forand, Assistant Superintendent, Legal Counsel: Robert M. Silva, Esq. and Andrew Thomas, Esq.

Motion by Mr. Cahoon that the Committee convene in Executive Session for purposes of discussing: Personnel iV R.I. Gen. Laws i±42-46-5(a) (1; Collective Bargaining R.I. Gen. Laws i±42-46-5(a) (2); and Litigation//Pending Litigation-R.I. Gen. Laws i±42-46-5(a) (2), seconded by Mr. Monteiro. Vote 5-0.

School Committee returned to Public Session at 7:30PM.

Mr. Cahoon reported that no votes were taken in Executive Session. Motion by Mr. Cahoon to seal the minutes of the executive session, seconded by Mr. Ferreira. Vote 5-0.

The Pledge of Allegiance to the Flag and a Moment of Silence were observed.

Motion by Mr. Cahoon to Set a Curfew for the meeting; adjourn no later than 10:30PM, seconded by Mr. Monteiro. Vote 5-0.

Student/Staff Recognition ¡V Shani Wallace, Principal of East Providence High School congratulated and presented a certificate for Outstanding Achievement to Nicholas Guarino, a Senior at East Providence High School; and Kelly Reese, Biology Teacher at East Providence High School, who recently was awarded the Golden Apple Award by NBC10, Hasbro, and RI Department of Education.

Student Liaison Report ¡V William Vanner presented a report on high school events and activities.

PTO/PTA Reports - Kathy Holahan reported on a High School Parent Group (PTSA) Fundraiser for scholarships; selling bracelets and key chains with EP logo; appreciated support.

Chrissy Rossi, PTA representative from Whiteknact School, spoke

about the special education program not having enough staff; lack of substitute teachers if a teacher is absent; she believes that IEP's are not being met and parents not informed. PARCC scores - 22% affected; tests she did not want; Whiteknact on "warning status" and she asked that the School Committee please reach out to the state to have that lifted; restrictions on faculty; nothing to gauge against; reflects badly on East Providence; important to teachers, families and staff and not fair to children.

Kathryn Crowley said she is well aware of all the information and already working on it with Dr. Forand and the new Director of Special Education. She asked to be invited to a PTA meeting to speak to parents.

Mr. Ferreira requested that a ratio of students at other schools be sent to School Committee members.

Motion by Mr. Cahoon to move up Item P "New Business" School Department Policy on Naloxone "First Passage, seconded by Ms. Beauchaine. Vote 5-0.

Kathryn Crowley reported that all districts in the state are required to have this policy in place and all nurses are required to order supplies.

Ms. Beauchaine asked if substitute nurses will also be trained in light of the shortage of nurses in our schools; check to see if agency nurses have training or if someone else in the building.

Kathy Carrigan, District Nurse Coordinator, said she cannot speak to substitute nurses, but training is offered to non-nurses also.

Mr. Monteiro ¡V this is a state mandate; if working in schools, why not licensed nurses being trained; what is the cost of training.

Kathy Carrigan advised that training is free; cost under \$200 for nasal spray with two year shelf life; will be ordered at middle schools; this is a state mandated opioid reversal drug to be used in suspected overdose of opioids.

Mr. Ferreira ¡V state mandated and costs money; more staff might be needed; expressed concern about safety of staff members.

Motion to approve by Mr. Cahoon, seconded by Mr. Monteiro. Vote 5-0.

Public Comment I ¡V Agenda Items - none

Facilities Report

Update on Current Projects ¡V Mr. Feola reported on information from the last Facilities Sub Committee meeting:

Martin Middle School - boiler flood work all completed; insurer sent check; all four boilers on line; other issues today, but nothing to do with that; doors at Martin Middle School; at last meeting reported not doing interior doors.

Francis done and ____; Silver Spring and Hennessey abatement done;

working on Silver Spring iV within a week; Mr. Ferreira iV 95% done.
Mr. Feola - problem with doors heating up with sun; outside looks like a wave and then it goes back when sun down; Columbus Door brought the manufacturer out and problem confirmed; they are responsible for the doors; waiting for a letter; they are checking lot numbers of the doors to see if all were on the same run; he will keep School Committee informed about it.

Architects looked at chiller to measure; drawing it up; will keep all informed.

Use of School Department employees on city side iV decided to monitor for the first quarter of the year on any items we use city employees for and any jobs they use our employees for; he will present information at end of first quarter; we work as a partner with the city.

Mr. Monteiro iV pointed out skilled labor; we cannot forego skilled labor in our buildings

Mr. Feola iV we look for mutual help on many items; will always have work for the electrician; we will review first quarter information at a Facilities meeting.

Mr. Ferreira - need to use School Dude.

Mr. Monteiro iV questioned the intention of information? Work being shared; is intent to go to city to hire own electrician and plumber; we have twenty years of work and that was the reason for hiring them.

Mr. Cahoon iV our guys doing jobs for the city when they ask; we do not know how much time taken away; Step 1 iV School Dude; cut off

side jobs; channel through Facilities Dept.; Step 2 ¡V go through a couple months data to understand the hours involved; we have personnel going to do work without control of the Facilities Department; we need to know how much time being used.

Mr. Monteiro had concerns and did not agree that any employee should be going over to do city work without finishing school list; we have not reached down time yet; more than happy to help out when our work is done; schools funded at 42% of the budget and we are making do; we do not have an abundance of resources to share.

Mr. Ferreira would like to review the dollar amount; if we are losing \$50,000 a year with manpower going over to do city work; are we giving 80 to city versus city giving us 30; he wants to balance that out.

Mr. Monteiro ¡V city should not come to us for skilled labor when we only get 42% funded from the budget; from an operational standpoint, we are not swapping off skilled labor; give up skilled labor money and a lot of jobs will be done; that is his position that we are not breaking even and did not start off even.

Mr. Feola ¡V at Riverside Middle School ¡V moving pipe; laying concrete from side door to end of where new ramp will be by Monday; then on other side between the area near kitchen while we are working on the pipe issue; will do two side doors when building not occupied during Christmas break.

Last item ¡V Monday December 14th subcommittee of City Council and School Committee, meeting at the high school at 4:30PM.

Policy Sub-Committee Report ¡V None

Superintendent's Report

Chain of Command ¡V Superintendent Crowley reported:

„X Met with administrators and directors on Monday; any issues can be addressed with the Assistant Superintendent and then the Superintendent; please respect the chain of command as set up; Kathryn Crowley will respond.

„X Status on Staffing and Update/Discussion of Title 1 Parent Coordinator Position - Applications on file from July will be reviewed this week and interviews will be set up; funded through grant money.

„X Kathryn Crowley explained at a Directors meeting that her vision for East Providence is child centered and improvement of education for all students.

„X Bullying Policy is a state mandate with reporting and documentation requirements; principals have to report to the Superintendent every six months; we will reinstitute that; report to the state needs to be included.

„X Finance ¡V Linda Dykeman will recall all check books for athletics; they should be handled by a qualified business person; Linda will meet with the principals to coordinate; we will be better able to track.

„X Personnel ¡V Human Capital ¡V recruit for hiring process; Kathryn and Sandra Forand will sit in on some interviews for a while.

„X PARCC Presentations will be included on the January agenda and each principal will present their scores and information related to their school including poverty rate, special education numbers and how they compare to state numbers.

„X Report Cards ¡V a committee will be set up soon to review

„X Special Education Director will be on board.

„X Evaluations ¡V Kathryn and Sandra Forand will be at next level of appeal; Sandra Forand to set up a district evaluation committee

„X Sandra Forand will also concentrate on ELA; will take lead on supplies and professional development; will concentrate on K-3 reading program; important in lower elementary and Pre-K; will establish a K-3 reading program; asked Principals to provide information for all not on grade level.

„X Kathryn Crowley ¡V will lead Engage NY and NGSS standards; elementary needs expertise in all areas; will institute writing and assessment program; test in the fall and spring.

„X A Cultural survey will be sent out to teachers on Monday; encouraged by EPEA to complete; handed out to administrators.

„X Kathryn visited all schools but two; well received by administrators and has had a wonderful experience; noted conduct of athletes; attended the pep rally; will be at the State House this Friday for band and chorus performances; met with Kelly Ahrens in I/T and will be setting up a committee for a five year strategic plan.

„X Kathryn will formulate the goals she sets for herself ; met with the City Manager; good meeting collaborated on give and take; will be meeting with Fire Department and Police Department.

Assistant Athletic Director ;V Superintendent Crowley stated that the middle schools need someone dedicated to Middle School; there are important safety issues; will pay a stipend but need to clarify with the union; will have a Middle School Athletic Coordinator job description for the Middle School Principals to review; Superintendent will recommend posting the position.

Mr. Ferreira asked to determine how many accounts there are and who deals with them.

Mr. Monteiro said he has full confidence in Linda Dykeman; is there a requisition process? Need to be cognizant of that; not wait to address this.

Linda Dykeman ;V building rapport with Principals; they come in with emergency items needed; this is a new program which we will ease into and we do not anticipate any problems.

Ms. Beauchaine asked about Feinstein donations to the schools to spend as Principal sees fit. Linda Dykeman stated that those funds come into Central Office.

Personnel Report on Resignation/Leaves of Absence/Retirement - None

Action Items

Approval of Assistant Superintendent Job Description ;V Kathryn Crowley requested approval; same descriptions for both Assistants; instead of Curriculum Director, would like two assistants; curriculum too narrow; Assistant Superintendent can do more.

Motion by Mr. Cahoon to approve, seconded by Mr. Monteiro. Roll call vote: Ms. Beauchaine, aye Mr. Cahoon, aye; Mr. Ferreira, aye; Mr. Monteiro, aye; Mr. Tsonos, aye. Vote 5-0.

Approval of Minutes - School Committee Meetings ;V Motion by Mr. Cahoon to table the minutes of 10/21/15 joint SC/CC meeting, seconded by Ms. Beauchaine. Vote 5-0.

Motion by Mr. Cahoon to approve the minutes of meetings held on 10/5/15, 10/13/15, and 10/27/15, seconded by Mr. Monteiro. Vote 5-0.

Motion by Mr. Cahoon to table the minutes of the Facilities Sub-Committee Meeting held on 11/30/15, seconded by Mr. Ferreira. Vote 5-0.

Home School Request(s) ;V Motion by Ms. Beauchaine to approve, seconded by Mr. Cahoon. Vote 5-0.

Personnel Appointments: Presented by Cheryl Sylvia, H/R Director:

Joseph Oliveira-Painter/Maintenance Mechanic C-1-District-Effective

December 3, 2015

**Eduardo Gomez -Therapeutic Teacher Assistant-SS-Effective
November 24, 2015**

**Chantel Vieira-Teacher Assistant-Whiteknact-Effective December 9,
2015**

**Greg Amore-Girl's Tennis Coach-EPHS-Effective 2015/2016 School
Year**

Paul Mello-Custodian-District-Effective December 9, 2015

**Julian MacDonnell, Jr. -Director of Pupil Personnel Effective
December 9, 2015**

Eric Laughlin-Maintenance Auto Mechanic-District-Effective TBD

**Erin Carrera-Culinary Arts Teacher-CTC-Effective January 4,
2016-Pending RIDE certification**

**Celeste Bowler-Assistant Superintendent-Effective Date to be
Determined.**

**Motion to approve by Mr. Cahoon, seconded by Mr. Monteiro. Roll call
vote: Ms. Beauchaine, aye; Mr. Cahoon, aye; Anthony Ferreira, aye;
Joel Monteiro, aye; Charles Tsonos, aye. Vote 5-0.**

Requisitions & Bill List

Warrant #

1571 12/1/15 \$ 35,417.55

1572 12/4/15 \$ 269,481.97

1573 12/4/15 \$1,011,259.93

**Motion to approve by Mr. Cahoon, seconded by Mr., Monteiro. Vote
5-0.**

Construction Payment Request Approved at 11-30-15 Facilities Sub-Committee Meeting:

SMMA jV Invoice #43830 \$2,052.51

SMMA jV Invoice #43831 \$2,157.09

Strategic Building Solutions jV Invoice #14320 \$1,447.00

Total Payment approved \$5,656.60

Motion to approve by Mr. Cahoon, seconded by Ms. Beauchaine.

Vote 5-0.

Approval of Removal/Moving of 18j" Pipe at Riverside Middle School

Linda Dykeman stated that an estimate was received from Duarte Corporation; received requisition from Burman by email explained it; Mr. Cahoon asked what work was done and what were we charged for.

Motion by Mr. Cahoon to approve, seconded by Mr. Ferreira. Vote 5-0.

Linda Dykeman jV need to get done as soon as possible. Mr. Cahoon and Mr. Monteiro questioned urgency; did not see anything that could not have been done couple weeks ago.

Mr. Feola jV was delayed with SMMA architects; then to engineer; wasted three weeks; should have been brought to School Committee; could have research different engineering drawings. Mr. Ferreira frustrated that he has to approve this; lot of money to move a pipe.

Ms. Beauchaine jV did SMMA charge; did we have to go with Duarte;

our pipe; could we have gone out to bid; how long will this take?

Mr. Feola ¡V that is company doing the project. two weeks at 36 without SMMA

Mr. Ferreira ¡V would ask SMMA why sticking with 16th pipe 17 feet in ground; excavate/crane; don't know why we need a crane; that company does not have crane; they will have to bring in crane operator and laborer.

Mr. Ferreira ¡V wants in writing form SMMA why we have to use that pipe, seconded by Mr. Monteiro.

Mr. Ferreira ¡V for \$36,000, SMMA should have put the bill in, that is part of their job; should have put \$6000 for the drawing; we could go out and get another company; now a time restraint, wait to 100% done, then \$6000 for drawing; they should have put in the price for engineering drawings; Mr. Feola ¡V should be on the next month bill. All voted aye. Mr. Ferreira would like a time line.

Discussion and Action regarding Increase in Substitute Teacher Pay and Discussion and Action regarding Permanent Substitute Teachers in Buildings

Kathryn Crowley stated there is a severe shortage of substitute teachers both in our district and a problem all over the state; other districts have increased the pay for substitutes and she proposed putting in permanent subs at \$100 per day; 2 at middle school level, 2 at the high school, one at elementary schools, so that principals will be assured of coverage in their buildings; Principals to choose who they would like to have in their building.

Discussion and Action regarding Increase in Pay for Teacher Assistant Substitutes ¡V Kathryn Crowley requested that we raise the pay from \$10-\$12; we will offer a teacher assistant training program in the district and will send an offer out to parents through a list serve to be proactive; applicants would need a college degree in order to apply to RIDE for a certificate to sub; can contact Mrs. Sylvia, H/R Director for more information.

Discussion regarding the costs involved.

Motion by Mr. Monteiro to create building based substitute teachers at \$100 per day, seconded by Ms. Beauchaine. Vote 5-0.

Mr. Cahoon requested the dollar value of increasing teacher assistant pay form \$20-\$12.

Cheryl Sylvia ¡V when looking at unfilled positions, when no coverage, we have to pay a stipend to a teacher to cover the class; two different rates; teacher money in line item for subs and TA's; what we are paying for teachers to cover, \$2.00 an hour additional pay would be less.

Motion to approve by Ms. Beauchaine, seconded by Mr. Monteiro.

Discussion: Mr. Ferreira felt it was important to track this so we can take up with City Council next budget session regarding funding. **Vote 5-0.**

Approval of Debate Club at the High School ¡V **Motion to approve by Mr. Monteiro, seconded by Mr. Cahoon. Vote 5-0.**

East Providence Local Advisory Committee for Special Education ¡V **Motion by Ms. Beauchaine to approve new EPLAC members for 2015-2016, seconded by Mr. Cahoon. Vote 5-0.**

Approval of Schedule of Regular Monthly School Committee Meetings for 2016 iV Motion by Mr. Monteiro to approve, seconded by Mr. Cahoon. Vote 5-0.

Approval to Start the RFP Process for Repairs to the Martin Middle School Auditorium - Mr. Monteiro requested this item be placed on the agenda; broken seats which need to be replaced; had discussion before regarding a high school account with approximately \$78,000 in the account; discussed possibility of using that fund for all three school auditoriums; he would like to send out an RFP to replace/repair the seats; through the Superintendent and Linda Dykeman, obtain the amount of money in that auditorium fund and have one auditorium fund for the city. Mr. Ferreira noted that the income from rentals goes back into the auditorium to keep it updated.

Linda Dykeman advised that there is \$120,000 in that account. Mr. Monteiro requested that we initiate the RFP to get prices.

Mr. Feola explained that the high school fund was set up for lights, fire-rated curtains, seats; all paid from that account; will be placing order for table and chairs from that fund.

Mr. Monteiro iV put RFP out to review seating; fund created for High School, but need to look at allowing schools to still hold on to a portion of funds from rentals.

Mr. Feola iV rentals are only outside groups; Middle School revenue goes to full general fund; High School is the biggest piece and funds were built up for replacing lights and sound equipment.

Mr. Ferreira requested information on the amount of money from rentals at the middle schools; Superintendent can instruct someone

to write that up for the next six months. Linda Dykeman; only a piece of paper with a check; not in our system. Superintendent will request that Director of Operations track it.

Diana Clarkin, Operations Director noted there is a School Committee policy with nominal fees; \$150 fee goes back to the school utilities; custodial fees done separately. Mr. Ferreira ; it takes money away from the high school.

Motion by Mr. Monteiro to go out with an RFP, seconded by Ms. Beauchaine. Vote 5-0 for two RFP's (repair and/or replace).

Mr. Feola ; this week removed all bad seats in front rows; 85% replaced with seats from the back. Mr. Ferreira had issues with dismantling seats, taxpayer money. Mr. Feola - RFP to replace or repair seats discussion about how to do that; do not want to drain the account; first three rows about \$30,000.

Public Comment II ; Non Agenda Items ; None

Announcements

Ms. Beauchaine - Holiday Shop events being held at Waddington, Whiteknact, Oldham, Riverside Middle School and Kent Heights.

Mr. Monteiro - very proud of the football team.

Ms. Beauchaine very proud of Nick Guarino; scored 5 on A/P's.

Motion to adjourn by Ms. Beauchaine, seconded by Mr. Cahoon. Vote 5-0.

Respectfully submitted,

Patricia A. Iannelli, Administrative Assistant

Nathan Cahoon, Clerk of the Committee